

FY14 ACWF/ADWF Questionnaire

Step by Step Document

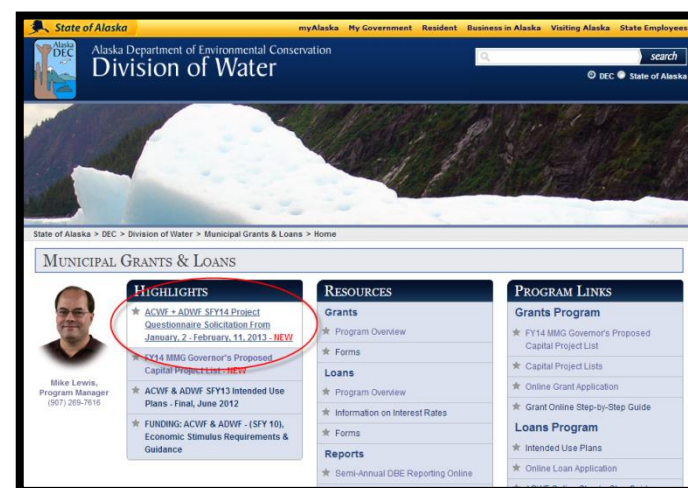
ACWF/ADWF questionnaire(s) can be filled out using the Division of Water's Online Application System. This document will guide you through the online process. If you need further assistance with the online registration process, please contact John Randolph at 907-465-5307

Alaska Clean Water (ACWF) and Alaska Drinking Water (ADWF) Loan Fund Questionnaires

1 Go to the Division of Water's Municipal Grants & Loans program homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

and select the "ACWF & ADWF SFY14 Project Questionnaire Solicitation" link under "HIGHLIGHTS"

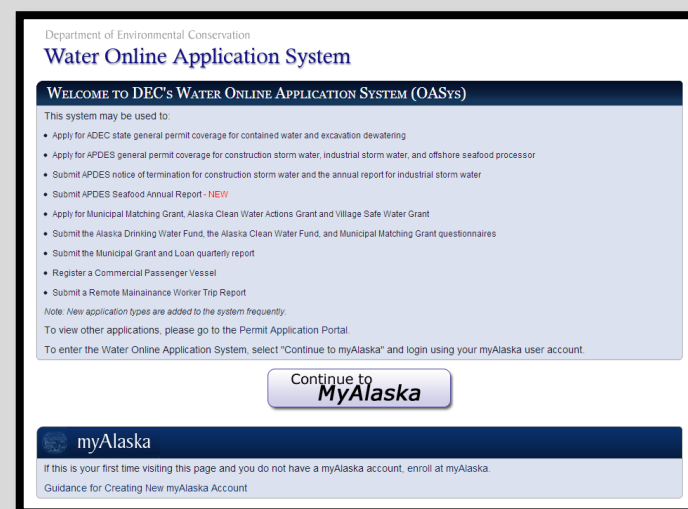


2 Welcome to the Water Online Application System (OASys)!

IMPORTANT: Submitting a questionnaire requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on the "Continue to myAlaska" button to login.

After entering your **myAlaska** username and password, you will be directed to the Online Application System, ready to fill in the Grant Application.



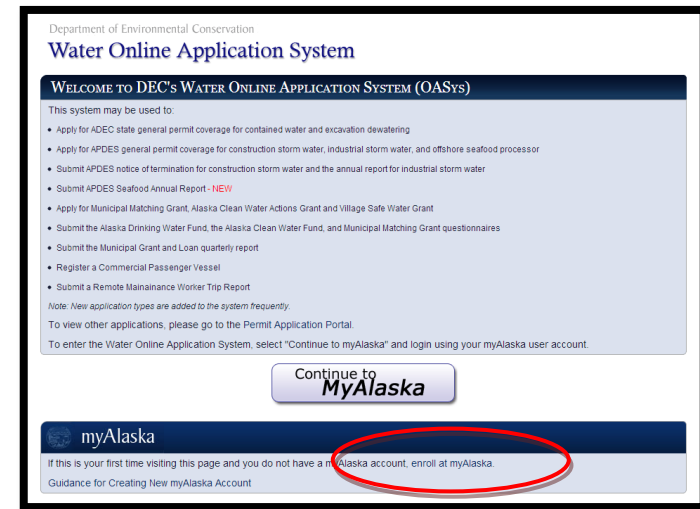
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If you don't have a **myAlaska** account, select the “**enroll at myAlaska**” link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.



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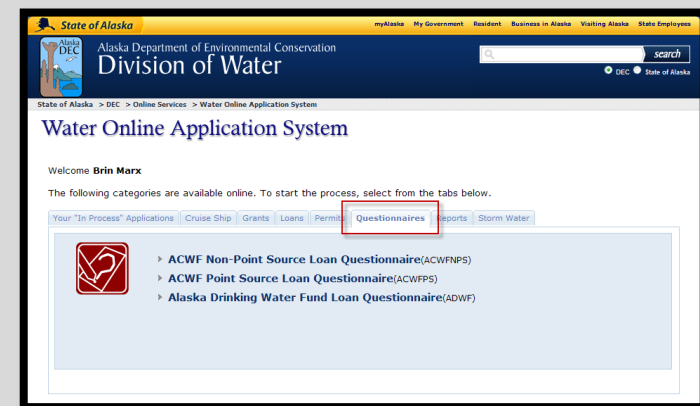
After successfully registering for a myAlaska account, or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the questionnaire!

Click on the Questionnaires tab and select the appropriate questionnaire from those available:

Alaska Drinking Water Fund Loan

ACWF Non-Point Source Loan

ACWF Point Source Loan



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A series of steps will take you through the questionnaire, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

TIP:

Questions with a star (*) next to them are required. It is completely acceptable to copy and paste text from another document.

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When you are finished with a step, you can go to the next page by selecting the **“Save & Continue”** button in the lower right corner of the page.

TIP:

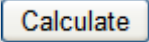
At any time, you can logout and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit **“Save & Continue”**.

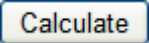
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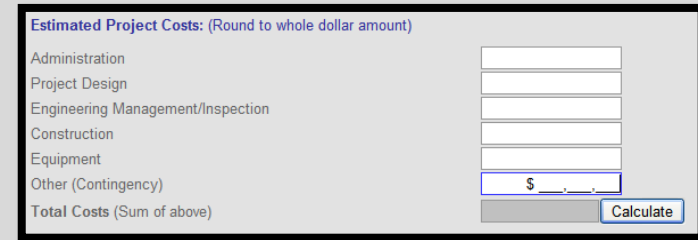
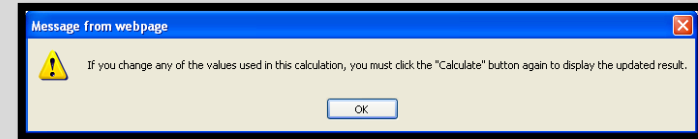
At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, Changes to the current page are not saved until you hit **“Save & Continue”**

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During the application process you will come across formatted number fields for currency, and  buttons.

Enter the correct information into the number fields, and then click the corresponding  button. A message window will appear, reminding to you press the button again if you change any values

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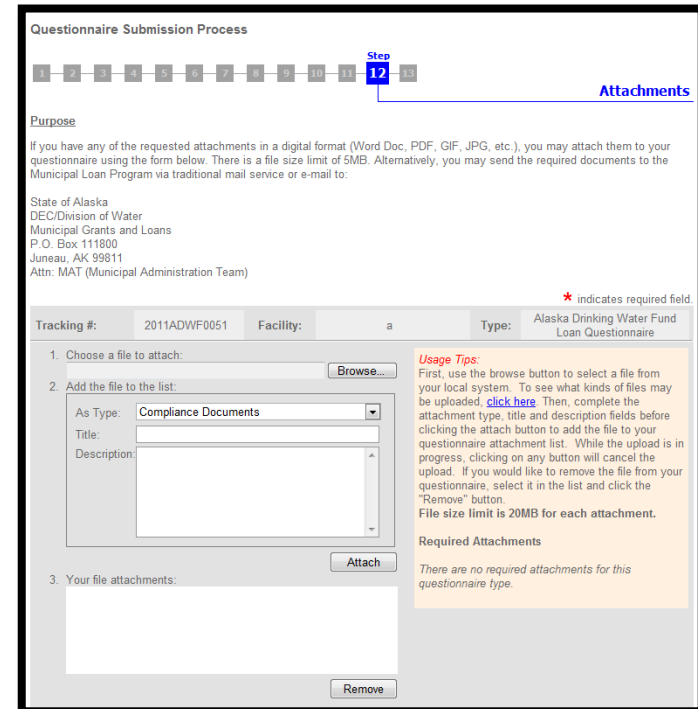
The second to last step gives you the option to submit any required or optional attachments online.

Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

*State of Alaska
DEC/Division of Water
Municipal Grants and Loans
P.O. Box 111800
Juneau, AK 99811
Attn: MAT (Municipal Administration Team)*



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The “**Application Overview**” page (last step) gives you an opportunity to review what you have entered so far as well as edit any information inputted so far.

To change any information in a section, select the edit button that corresponds to that section.

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After all information is entered and you have finished adding all online attachments, you will need to submit your questionnaire.

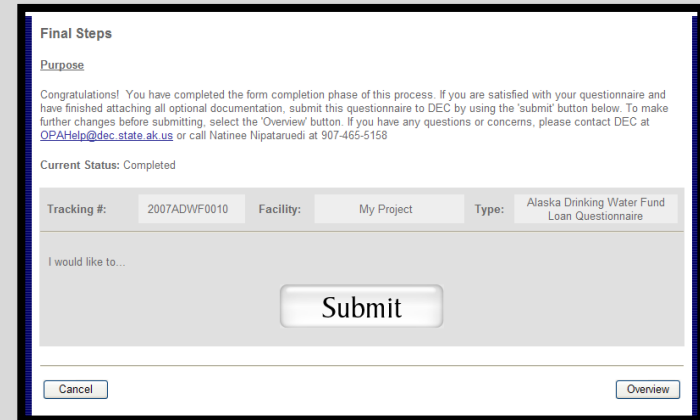
NOTE: A check will appear next to task “**1. Complete Questionnaire**” if the questionnaire is complete and ready to be submitted.

To go the **Submission** page, select the “**Submit Questionnaire**” link under tasks on the Questionnaire Overview page. You can also click on the “**Continue**” button at the bottom of the page.

10 The “**Final Steps**” page gives you the option to submit your questionnaire to DEC.

If you are satisfied with your questionnaire click the submit button on this page.

NOTE: Once submitted, you will no longer be able to modify the questionnaire or add additional attachments.



The screenshot shows the 'Final Steps' page of the questionnaire submission process. It includes a 'Purpose' section with a congratulatory message and contact information for DEC. Below this, the 'Current Status' is listed as 'Completed'. A table displays the tracking information: Tracking # 2007ADWF0010, Facility My Project, and Type Alaska Drinking Water Fund Loan Questionnaire. A large 'Submit' button is prominently displayed in the center, with 'Cancel' and 'Overview' buttons at the bottom.

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. If you are satisfied with your questionnaire and have finished attaching all optional documentation, submit this questionnaire to DEC by using the 'submit' button below. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us or call Natinee Nipataruedi at 907-465-5158

Current Status: Completed

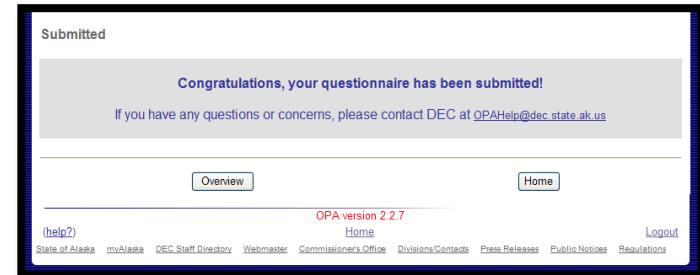
| | | | | | |
|-------------|--------------|-----------|------------|-------|---|
| Tracking #: | 2007ADWF0010 | Facility: | My Project | Type: | Alaska Drinking Water Fund Loan Questionnaire |
|-------------|--------------|-----------|------------|-------|---|

I would like to...

Submit

[Cancel](#) [Overview](#)

11 Once your questionnaire is submitted, you have completed the online questionnaire process and may close your browser. You will receive an email confirming your submission.



The screenshot shows the 'Submitted' confirmation page. It features a large grey banner with the message 'Congratulations, your questionnaire has been submitted!' and a link to contact DEC. Below the banner are 'Overview' and 'Home' buttons. The footer contains the 'OPA version 2.2.7' and a navigation menu with links for help, home, and various state resources.

Submitted

Congratulations, your questionnaire has been submitted!

If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us

[Overview](#) [Home](#)

OPA version 2.2.7

[\(help?\)](#) [Home](#) [Logout](#)

[State of Alaska](#) [myAlaska](#) [DEC Staff Directory](#) [Webmaster](#) [Commissioner's Office](#) [Divisions/Contacts](#) [Press Releases](#) [Public Notices](#) [Regulations](#)

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NEW FEATURE #1:

You now have the ability to make a change to a questionnaire you have already submitted.

To make a change to a previously submitted questionnaire, open your original submittal and select the **“Unsubmit”** button at the bottom of the questionnaire overview page.

Make the changes then submit the questionnaire again within the solicitation period.

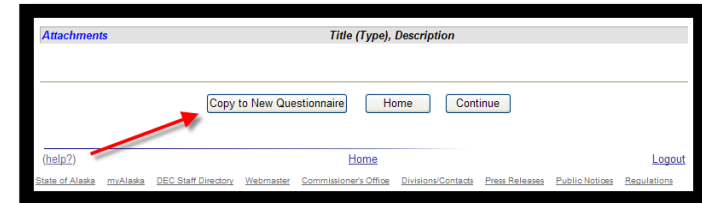


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NEW FEATURE #2:

The **“Copy to New Questionnaire”** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **“Copy to New Questionnaire”** at the bottom of the questionnaire overview page.



For assistance, please call

John Randolph at 907-465-5307,
Kaitee Perisich at 907-465-5337, or
Janice Mclean at 907-465-5282.